

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

July 25, 2013

8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms Hall, Assistant Treasurer; Ms Ward, Commissioner was excused; and Ms Fields, Executive Director.

The meeting was called to order at 8:35 a.m. by the Chairperson.

MINUTES

A motion was made by Mr. Eddy and seconded by Ms Hall to accept the minutes of the June 14, 2013 Regular Meeting and the July 22, 2013 Special Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

RSC Grant

The Department of Housing renewed the Resident Service Coordinator Grant at a slightly lower level this year. Ms Fields signed and returned the Contract.

REPORTS OF THE DIRECTOR

Bills

A motion was made by Ms Hall and seconded by Mr. Eddy to approve the June bills. Motion approved unanimously.

Financial Reports –A (General)

The May Financial Reports were not available.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the June Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr. Eddy reported that there will be some changes in the Human Services Department with the Town. Ms Easley will move her office to the Senior Center. It is expected that the Youth Services Counselor and the Director position should be filled by early September. The July meeting was cancelled.

General Reports

Mr. Eddy reported that his neighbor's dog was whining for about six hours while his neighbor was away from home. Mr. Eddy will speak with his neighbor and hopefully this will not happen again.

AD HOC COMMITTEE REPORTS

Quality of Life Committee

Ms Ward has been meeting with landscapers and obtaining pricing. Because she could not attend this meeting the update will be presented at the next Regular Meeting.

Ms Fields stated that she had has a vendor the Housing Authority regularly uses to donate material to build a gazebo and she will try to get matching funds through a grant with CHFA. The board indicated a desire to move forward with both the gazebos and obtaining further information on the installation of sun tunnels in the north facing units that do not get any direct sunlight.

UNFINISHED BUSINESS

Legal Updates

Ms Fields asked the Chairman to request a vote to go into Executive Session in order to provide legal updates which contain privileged information. The Chairman requested a motion be made.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to invite Ms Fields and to go into Executive Session at 9:30 a.m. Motion approved unanimously. The Board came out of Executive Session at 9:45 a.m.

Holinko Estate Solar Panels

The Board reviewed the numbers and design criteria provided at the Special Meeting on July 22, 2013 and continued the discussion. Further information was requested of C-TEC Solar and provided via email during the meeting. After reviewing the material and a conference call it was determined that there was not enough information for a vote. Because a contract must be signed by July 31, 2013 to close the deal with C-TEC Solar under the Solarize Mansfield program, the Chairman called an Emergency Meeting for July 30, 2013 at 8:00 am to continue the discussion and vote on the proposal.

NEW BUSINESS

Audit

The audit has been completed. Ms Fields provided copies of the audit for review and stated that the audit has been filed with both CHFA and HUD.

Holinko Appliances

There are 6 units that remain at Holinko where tenants are responsible to provide their own stove and refrigerator. One of those tenants has requested that we replace both his stove and refrigerator because his refrigerator is leaking water on the floor and his stove is not completely functional.

Ms Fields requested that the Board authorize her to decide, for the remaining six units, when appliances will be supplied by the Housing Authority on a case by case basis.

The capital project of providing appliances as part of the leased unit began in 2008 and is now complete with the exception of six units. The remaining units are occupied by long term tenants and therefore have not received new appliances. New appliances were only installed when a unit was being turned for a new tenant.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to authorize Ms Fields, at her discretion, to replace the remaining stoves and refrigerators. Motion approved unanimously.

Section 8 Administrative Plan Changes

Nan McKay provided 2013 revisions to the standard administrative plan. This revision included a comprehensive overhaul to the Model Plan which revised language throughout the plan to be “clearer, current and more logical.” It also brought current all recent regulatory requirements and guidance. Ms Fields recommended that the Board approve April, 1, 2013 Nan McKay Plan Revisions.

A motion was made by Mr. Simonsen and seconded by Ms Hall to approve the April 1, 2013 Nan McKay Administrative Plan Revisions. Motion approved unanimously.

MEETING DATE REVIEW

Mr. Simonsen suggested that the Budget Committee meet in August. A Budget Committee meeting was set for August 8, 2013 at 8:30 am.

No change was made to the Regular Board Meeting for August.

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:45 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson